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AGENDA

1415 33rd St N T: (409) 944-4446
Texas City, TX 77590 E: Contact@gulfcoasttransitdistrict.com

**Gulf Coast Transit District
Board of Directors
Tuesday August 24,2021**

1. Call to order.....Chairman Holmes
2. Citizens Comments..... (3 Min Max. Chairman Holmes
3. Executive Directors Reports..... Sean Middleton
 - Operations Report..... Sean Middleton
 - Discussion on in person board meetings.....Sean Middleton
4. Budget and Finance Report..... Nathan Nevelow
5. Consent Agenda..... Chairman Holmes
 Consideration and Approval of Recommendations and Acceptance of Consent
 Agenda Items. (Consent agenda items may be pulled from form this consideration
 For individual action or presentation.)
 - a. Review and approval of July 20,2021 Board Minutes.
 - b. Review and approval of July 2021 Check Register.
6. Action Items.....Chairman Holmes
 - a. Consider approval of MOU for the Development of a Regional Transit Fare System.
 - b. Consider approval to appoint Chris Whittaker as the GCTD Board member
 representative to the HGAC City of Pearland Needs Assessment and Study.
 - c. Consider approval on staff recommendation to begin in-person Board Meetings
 beginning in September 2021. The first meeting to be held at the Texas City
 Administration Building Conference Room.

7. Upcoming Meeting Date September 21,2021

8. Adjournment.....Chairman Holmes

9. Service Delivery and Scenario Workshop immediately following adjournment.

GCTD is inviting you to a scheduled Zoom meeting.

Topic: GCTD BOARD OF DIRECTORS MEETING

Time: Aug 24, 2021 02:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/97057496910?pwd=cFk1ZnNlOUJWVU9DV0lwSnRHWlMz09>

Meeting ID: 970 5749 6910

Passcode: 722151

One tap mobile

+13462487799,,97057496910#,,,,*722151# US (Houston)

+12532158782,,97057496910#,,,,*722151# US (Tacoma)

Dial by your location

+1 346 248 7799 US (Houston)

+1 253 215 8782 US (Tacoma)

+1 408 638 0968 US (San Jose)

+1 669 900 6833 US (San Jose)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 646 876 9923 US (New York)

Meeting ID: 970 5749 6910

Passcode: 722151

Find your local number: <https://zoom.us/u/acRdHij3K>



GULF COAST TRANSIT DISTRICT

OPERATIONS REPORT

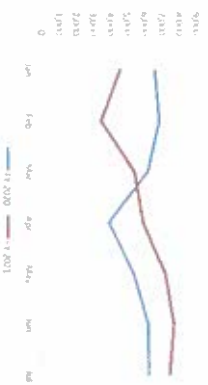
Ted Ross, Director of Operations

August 24, 2021

GALVESTON COUNTY TRANSIT DASHBOARD

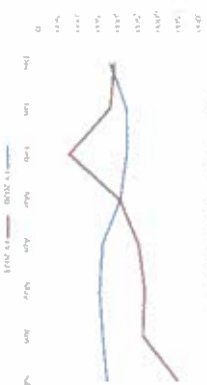
Fixed Route

Fixed Route Galveston County



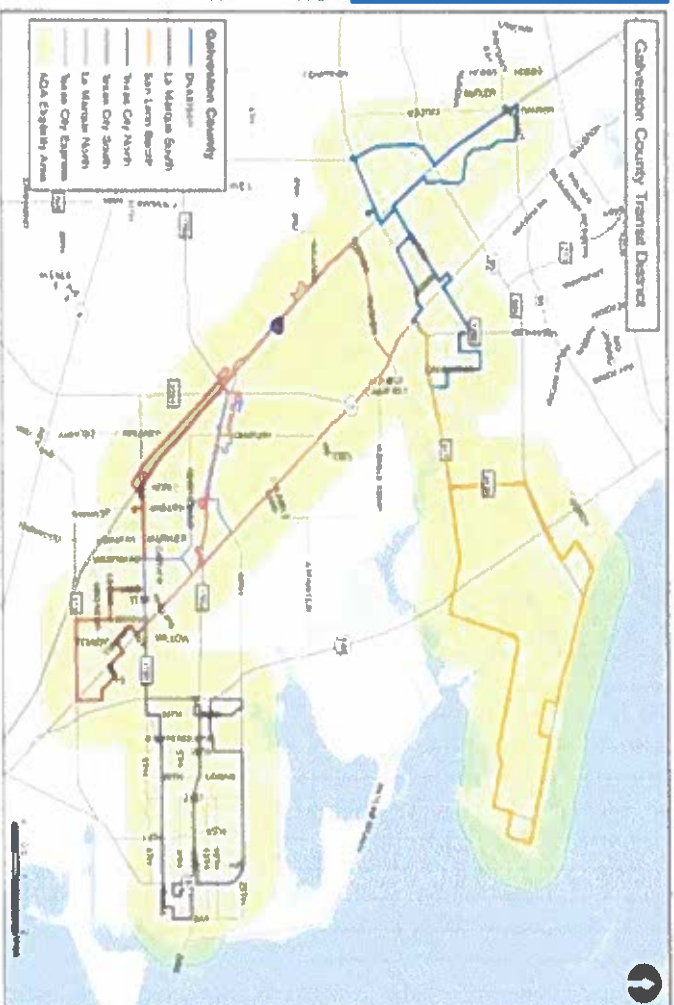
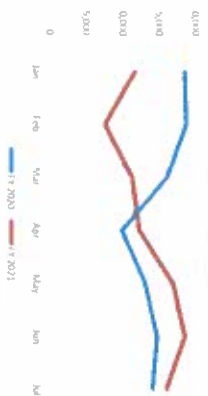
Demand Response / ADA

DR / ADA Galveston County



Fixed Route Combined

Fixed Route Both Counties



Fleet Report

- Revenue Fleet – 15 MD Cutaway
- Revenue Van – 10 Light Van
- Revenue In Service – 22
- Revenue Out of Service – 0 PM's / Minor Repairs
- State of Good Repair – 90%

July Ridership Trend

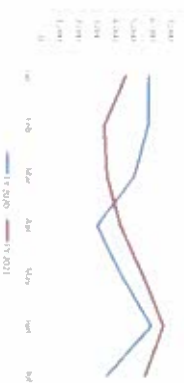


Facilities Report
Texas City Administration Building
1415 33rd St North
Texas City, Tx
Condition: New / Excellent

BRAZORIA COUNTY TRANSIT DASHBOARD

Fixed Route

Fixed Route Brazoria County
FY 2020 & FY 2021



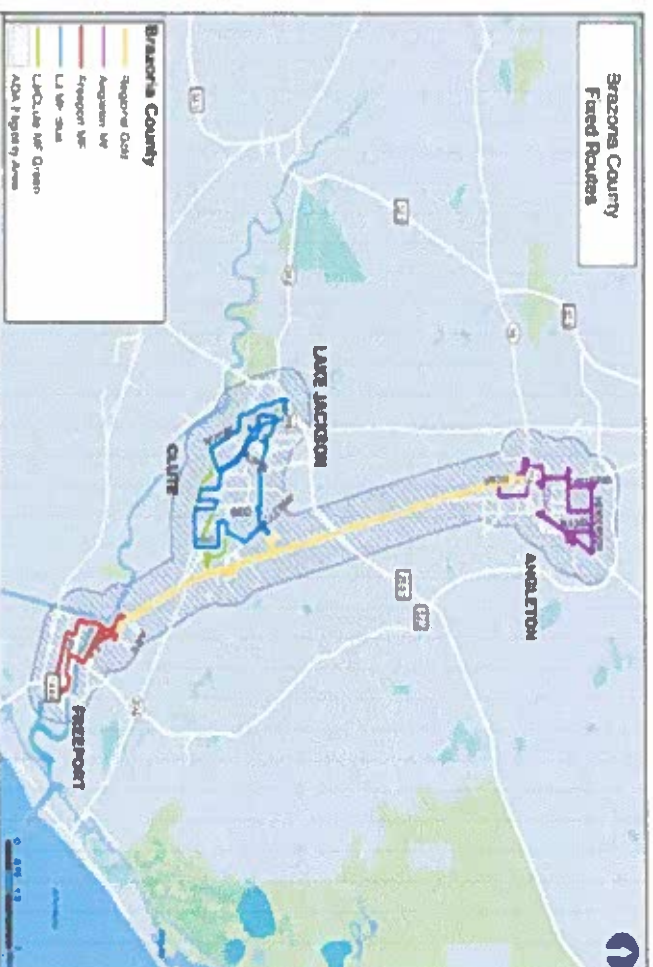
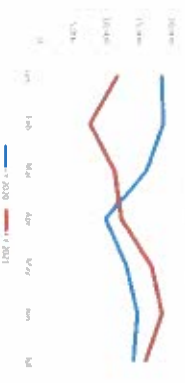
Demand Response / ADA

DR / ADA Brazoria County



Demand Response Combined

Fixed Route Both Counties



Fleet Report

Revenue Fleet – 10 MD Cutaway
 Revenue Van – 3 Light Van
 Revenue In Service – 12
 Revenue Out of Service – 1 PM's /
 Minor Repairs
 State of Good Repair – 91%

Facilities Report

Lake Jackson Maintenance Facility
 101 Canna Ln.
 Lake Jackson, Tx 77566
 Condition: Under Construction

Operations Updates

- Staff occupied Lake Jackson Facility on August 13th.
- We have hired a Shop Manager. Jason comes to us with over 18 years of auto mechanic experience. Also coming on board is a maintenance technician with 10 years of auto mechanic experience, 5 years of building management experience. We expect these hires will reduce overall maintenance costs in Brazoria County by 27% in the first year and approximately 45% thereafter. This is based on maintaining a robust vehicle replacement plan.

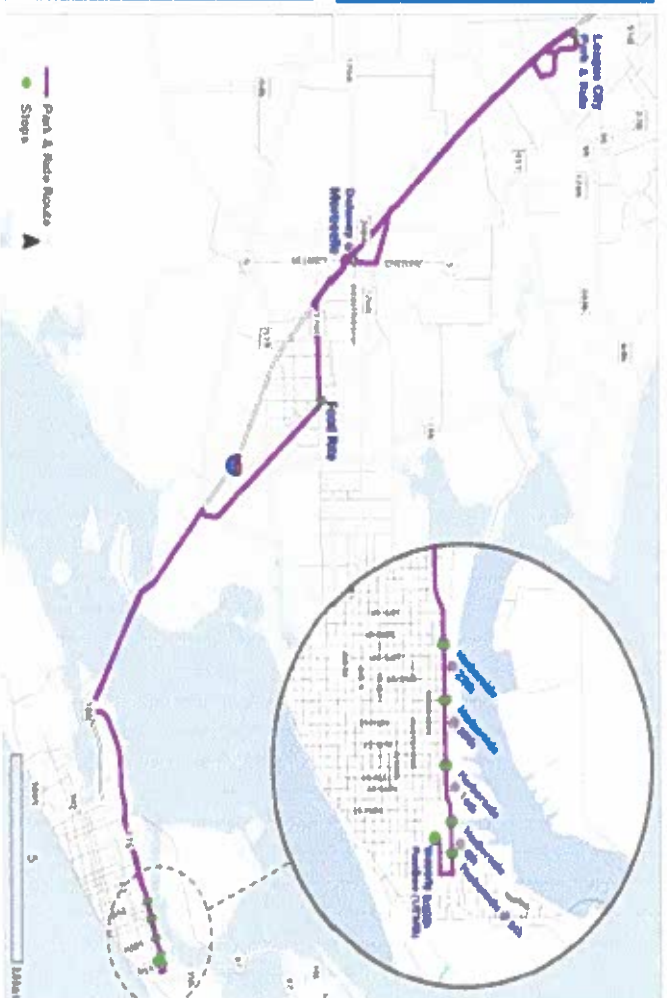
LEAGUE CITY PARK & RIDE TRANSIT DASHBOARD

Fleet Report

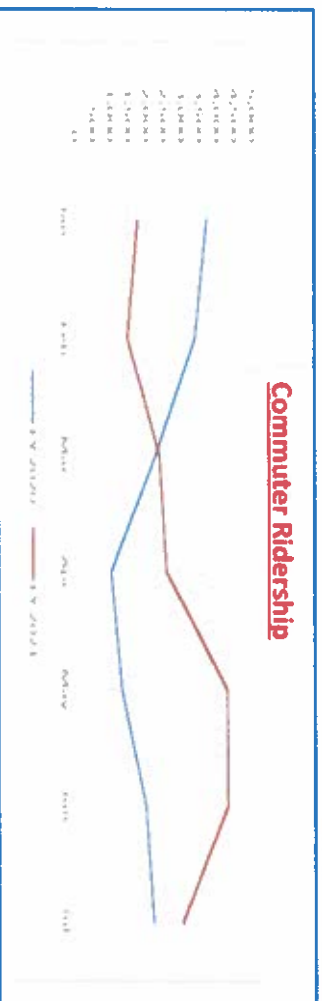
Revenue Fleet – 11 HD Commuter
 Revenue In Service – 8
 Revenue Out of Service – 0
 Awaiting Final Transfer Approval – 3
 State of Good Repair – 87.5%

Facilities Report

League City Park & Ride
 2214 Gulf Fwy S.
 League City, Tx 77573
 Condition: Excellent



Commuter Ridership



Staffing Report

- We have no vacant positions at the Park & Ride.



**Connect
Transit.**

MEMO

gulfcoasttransitdistrict.com

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Texas City, TX 77590

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Facebook | Twitter | Instagram

Budget and Financial Update

1. Discuss proposed Operating budget for FY22.
2. Initial draws have been executed through TxDOT and FTA for expenses through 6/30.
3. In the process of applying for TDCs, through H-GAC, for all projects that are eligible, but do not currently have them. Once completed, and approved by H-GAC, GCTD will complete and submit the 5307 Super Grant. TDCs will minimize local funding needed to match the grant.



**Connect.
Transit.**

July 20, 2021

Board Meeting Minutes

- 1. Call to order** Quorum was established at 2:01pm. Chairman Holmes opened the meeting.
Following Board Members were present: Stephen Holmes, Dude Payne, Gerald Roznovsky, CJ Snipes, Tim Kelty, David Jordan, Neal Bess Jr, Rick Elizondo, Melissa Meadows (by phone), Neal Cooper, Thelma Bowie, Modesto Mundo
Other Attendees present: Larry Millican, Monica Ledet, Ted Ross, Jason Andrews, Paula Jackson, Nathan Nevelow, Travis Madison, Robert Mchaney, Barry Goodman, Jim Webb, Donna Elliot
- 2. Citizens Comments:** none
- 3. Executive Directors Report:** Sean Middleton spoke on combining the August Board meeting with the Scenario Discussion Workshop for August 24, 2021. All members agreed.

 - **Operations Report:** Ted Ross spoke about a steady increase in ridership in both Counties. Demand response is performing well. All Operator positions are currently full, as well as park and ride positions, one demand Response position is available. He also stated two maintenance positions will be opening soon. State of good for GC is 86% BC 91%. He reported the Lake Jackson facility is 95% complete.
 - **Status of Congressional and Federal Funding:** Jim Webb reported that the Raise application has been submitted. This included three different components to include 6 electric commuter vehicles; 22 electrified ada compliant demand response vehicles and funding to complete detail design on the construction phase of the Texas City facility. Award should be recognized around January or February of next year. Jim touched on the scenario workshop for next month. The board will receive a survey to discuss the GCTD's mission, vision, goals and objectives and the opportunity to decide what direction the board wants to take as an agency.

4. **Budget and Finance Report:** Nathan Nevelow stated that the Cares Act has been executed and the FFR has been completed. Funds should be available for drawdown in three days' time. GCTD is in the process of applying for TDC's, through H-GAC, for all projects that are eligible. Once completed, and approved by H-GAC, GCTD will complete and submit the 5307 Super Grant. GCTD has received the official split letter from Metro regarding the 5307 ARP funding. GCTD was awarded \$2,000,000

5. **Consent Agenda:**

Consideration and Approval of Recommendations and Acceptance of Consent Agenda items.
(Consent agenda items may be pulled from this consideration for individual action or presentation)

a. Review and approval of June 15,2021 Board Minutes.

On motion by Tim Kelty, seconded by Neal Bess Jr. the board voted to approve the June 15, 2021, Board minutes. The motion carried with all members voting in favor.

b. Review and approval of February May and June check Register:

On motion by Tim Kelty, seconded by Neal Bess Jr, the board voted to approve May and, June Check Register. The motion carried with all members voting in favor.

6. **Action Items:**

a. Consider Approval of Resolution by the Board of Directors of the GCTD Agreement for temporary use of Brazoria County Community Center Resolution No. 21-17

On motion by Dude Payne, seconded by Neal Bess Jr, the board voted to approve the Resolution of GCTD Amendatory Agreement for temporary use of Brazoria County Community Center No 21-17. The motion carried with all members voting in favor.

b. Consider approval of Resolution by the Board of Directors of the GCTD of Mou between Brazoria and GCTD for evacuation transit service motion by Thelma Bowie, seconded by David Jordan, the board voted on approval of Mou between Brazoria and GCTD for evacuation transit service. Motion carried all members voting in favor.

c. Consider approval for the Executive Director to acknowledge and accept the transfer of the ground lease for the League City Park and Ride from the Gulf Coast Center On motion by David Jordan, seconded by Thelma Bowie, the board voted on approval for the Executive Director to acknowledge and accept the transfer of the ground lease for the League City Park and Ride from the Gulf Coast Center . Motion carried with all members voting in favor.

7. Adjournment

There being no further business to bring before the Board of Directors, the meeting was adjourned at 2:17Pm

8. Next Meeting Date will be combined with Scenario Discussion Workshop August 24, 2021 2:00 pm

Respectfully,

A handwritten signature in black ink that reads "Lisa Womack". The signature is written in a cursive style with a large loop at the beginning of the word "Lisa".

Lisa Womack
Secretary to Board of Directors

Approved as to Content and Forum,

Stephen Holmes
Chairman of the Board of Directors

August 1st, 2021

**MEMORANDUM OF UNDERSTANDING
FOR THE DEVELOPMENT OF
A REGIONAL TRANSIT SEAMLESS FARE SYSTEM**

BACKGROUND

In response to comments from regional transit patrons, transit service providers, and transportation stakeholders, the Gulf Coast Regionally Coordinated Transportation Plan (RCTP) recommended the development of a regional transit seamless fare collection and management system to improve access and connectivity between neighboring transportation service providers. Figure 1 illustrates the service areas of those service providers.

Funding was set aside in the Metropolitan Planning Organization's (MPO) 2018 Call for Projects of the Transportation Improvement Program (TIP) for a Regional Transit Seamless Fare System. The Metropolitan Transit Authority of Harris County (METRO) has initiated the development of refinements to its fare collection system utilizing professional services and the Houston-Galveston Area Council (H-GAC) is partnering with METRO and other transit agencies to conduct additional stakeholder assessments and system analysis that includes the region's other transit service providers.

This Memorandum of Understanding (MOU) is established between the Houston-Galveston Area Council (H-GAC) Transportation Policy Council (TPC) as the MPO for the Houston-Galveston Region, the Metropolitan Transit Authority of Harris County (METRO), and other participating regional transit stakeholders including the following: Brazos Transit District, Colorado Valley Transit District, Gulf Coast Transit District (Connect Transit), Fort Bend County Transit, City of Conroe, Harris County Community Services Department -Transit Services, The Woodlands Township, and City of Galveston (Island Transit) for the purpose of developing a regional transit fare system, including stakeholder assessments for software configuration and hardware required to connect to METRO's fare collection system. A Budget Summary for this project is provided below for planning purposes.

Individual transit providers are expected to customize their participation in the Regional Transit Seamless Fare System based on the needs of their ridership and the scope of the transit services they provide. This MOU is intended to serve as the master document outlining the arrangement between all parties outlining the overall scope of the Regional Transit Seamless Fare System and the responsibilities of each party, with subsequent agreements between individual parties detailing specific arrangements for each participating stakeholder.

This MOU is to be effective upon approval by each participating stakeholder.¹

¹ It is anticipated that some of the regional stakeholders will require coordination with their Boards of Directors, City Councils or Commissioners Courts before this Memorandum of Understanding can be approved.

- c. A Fare Collection System with the capability to support multiple regional partners using a configurable backend software system. Additional hardware components in support of the regional transit fare system were previously identified by the regional transit stakeholders who chose to participate in the regional transit fare hardware equipment purchase as shown in Attachment 1. Additionally, regional transit stakeholders may elect to purchase and participate in the backend software system. The effort and costs of this will be determined after the completed assessments of each stakeholder as outlined in item 1 above.
3. After the funds for the Regional Transit Fare System Project have been programmed into the Fiscal Year (FY) 2020 Transportation Improvement Program (TIP), METRO will initiate a request to the Federal Transit Administration (FTA) for a Letter of No Prejudice (LONP) for pre-award authorization of \$2,344,000 to proceed with the development of the regional transit fare system components, as itemized in the Budget Summary below.
4. METRO will initiate additional requests (to support the various components of the regional fares project) as needed based on coordination with H-GAC, the regional partners, and funding authorizations from the Transportation Policy Council.
5. METRO will collaborate with H-GAC throughout the life of the project, and provide monthly Progress Reports to H-GAC and quarterly updates to the regional stakeholders through the Regional Transit Coordination Subcommittee.
6. METRO will work with the participating regional transit stakeholders and H-GAC as needed to develop a regional fare policy to address how fares, discounts and revenue sharing would work as a result of regional transit fare implementation.
7. METRO and H-GAC will enter into an Interlocal Agreement (ILA). METRO will also enter into individual agreements with each participating regional stakeholder.

The Houston-Galveston Area Council will have the following responsibilities:

1. H-GAC received authorization from its Board of Directors, at its December 19, 2019 meeting, to establish an Intergovernmental Agreement with METRO for the additional assessments.
2. H-GAC has requested and received approval from the Transportation Policy Council (TPC) to program \$2,344,000 into the FY 2020 TIP to supplement the local funding provided by METRO.
3. H-GAC has submitted a letter to the Texas Department of Transportation to initiate a request for a funds transfer of \$2,344,000 to the Federal Transit Administration to expedite the project.
4. Although METRO will be responsible for procuring its own hardware components in support of the regional transit fare system, H-GAC will provide input on specifications and service needs, as previously identified by the participating regional transit stakeholders who chose to participate in the regional transit fare hardware equipment purchase, as well as input on the backend software necessary to support this equipment and manage the regional fare system. This is as shown in Regional Stakeholders Initial Equipment Requests below. Please note, H-GAC will not be procuring anything for this agreement or any resultant contract stemming

Regional Data Management System for GTFS files.	195,000	25% of annual cost for three years. Total 3-year annual cost estimated at \$585,000. ³
Regional Fare System Hardware for Regional Stakeholders	2,118,950 ⁵	As previously identified by stakeholders (see Regional Stakeholders Initial Equipment Requests for details)
Software backend configuration and implementation	TBD	To be determined after review of the assessments and decisions made for each transit stakeholder
Contractor implementation support	TBD	Additional implementation support of CH2M Hill to be determined after assessments are reviewed and decisions made
Additional hardware costs (TBD)	15,000	To be determined after the completion of the additional stakeholder assessments.
Total Estimated Cost Not-To-Exceed	\$ 20 million*	

*\$2.344 million is currently programmed in the 2021-2024 Transportation Improvement Program (TIP).⁴ An FTA Transfer of these funds has been facilitated by H-GAC to METRO. The remaining \$17.656 million is to be provided as needed for the project by H-GAC as allocated in the Unified Transportation Program. These funds can be amended to the TIP as approved by the Transportation Policy Council.

REGIONAL STAKEHOLDERS INITIAL EQUIPMENT REQUESTS

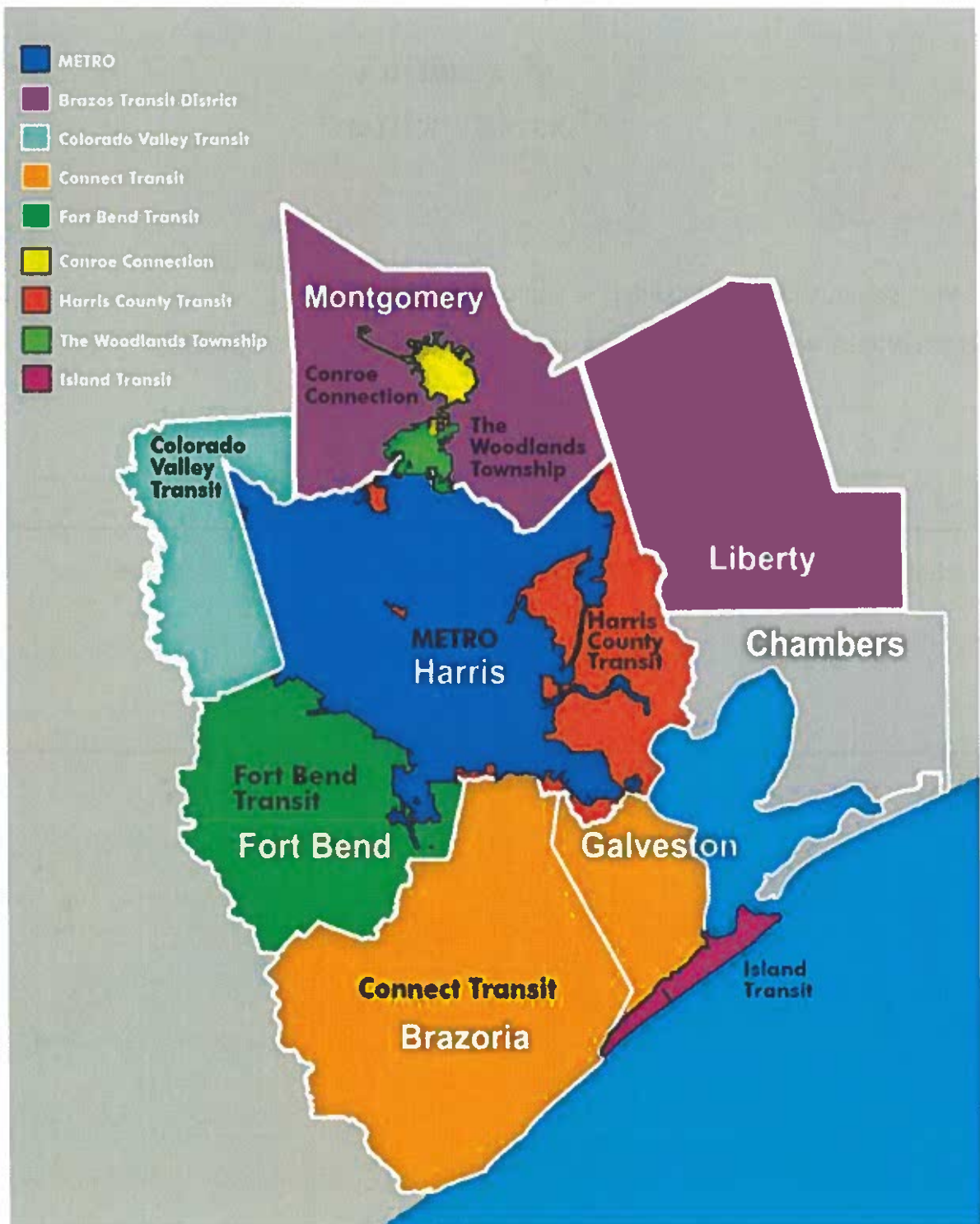
Agency	Card Readers/ Validators	Fareboxes	Ticket Vending Machines (TVM)	Cashless TVM
City of Conroe	0	6	0	0
Harris County Transit	20	20	4	1
City of Galveston Island Transit	26	26	1	1

³ Option to renew based on satisfactory performance during years 1-3.

⁴ "Regional Transit Fare Collection System project (FY 20)" MPOID 18163; CSJ 0912-00-623

⁵ Expenditures outlined in Regional Stakeholders Initial Equipment Requests

Figure 1. Map of Regional Transit Service Providers in the H-GAC MPO



HOUSTON-GALVESTON AREA COUNCIL

Charles Wemple, Executive Director

Date

This Memorandum of Understanding is approved by:

THE CITY OF CONROE

Paul Virgadamo Jr., City Administrator

Date

This Memorandum of Understanding is approved by:

BRAZOS TRANSIT DISTRICT (THE DISTRICT)

John McBeth, President and Chief Executive Officer

Name

Date

This Memorandum of Understanding is approved by:

GULF COAST TRANSIT DISTRICT - CONNECT TRANSIT

Sean Middleton, Executive Director

Date

This Memorandum of Understanding is approved by:

**HARRIS COUNTY COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT NOW
CALLED HARRIS COUNTY COMMUNITY SERVICES DEPARTMENT- HARRIS COUNTY
TRANSIT**

Honorable Lina Hidalgo, County Judge

Date